



Solicitation Information
April 6, 2016

RFP# 7550492

TITLE: Substance Use Disorder Treatment and Recovery Services (All Facilities except Minimum)

SUBMISSION DEADLINE: Thursday, May 5, 2016 at 2:30 PM (ET)

PRE-BID/ PROPOSAL CONFERENCE: NO

Questions concerning this solicitation must be received by the Division of Purchases at gail.walsh@purchasing.ri.gov no later than Monday, May 18, 2016 at 5:00 PM (ET) . Questions should be submitted in a <i>Microsoft Word attachment</i> . Please reference the RFP# and Title on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: NO

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GAIL WALSH
CHIEF BUYER

Division of Purchases
RI Department of Administration

Vendors must register on line at the State Purchasing Website at www.purchasing.ri.gov

NOTE TO VENDORS:

Offers received without the entire completed three-page R.I.V.I.P. Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

SECTION 1 -- INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Corrections, is soliciting proposals from qualified firms to provide a recovery oriented system of care utilizing evidence-based practices to include substance use disorder treatment and recovery programs within all seven facilities of the Rhode Island Department of Corrections in accordance with the terms of this Request for Proposals (RFP) and the State's General Conditions of Purchase (available at: www.purchasing.ri.gov).

This is a Request for Proposals, not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

1. Potential respondents are advised to review all sections of this solicitation carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content shall be borne by the respondent. The State assumes no responsibility for these costs.
4. Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other state locations, or which are otherwise not present in the Office of Purchases at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division of Purchases.
7. It is intended that an award pursuant to this RFP will be made to a prime vendor who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.

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8. All proposals should include the vendor's FEIN or Social Security number as evidenced by a W-9, downloadable from the Division of Purchases' website at www.purchasing.ri.gov.
9. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
10. Bidders are advised that all materials submitted to the State for consideration in response to this Request for Proposal will be considered to be Public Records, as defined in Title 38, Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon request, once an award has been made.
11. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP. It is the responsibility of all potential offerors to monitor the website and be familiar with any changes issued as part of an addendum.
12. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) – § 28-5.1-1 Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090 or Raymond.Lambert@doa.ri.gov.
13. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This is a requirement only of the successful vendor(s).*
14. The respondent should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information, contact the MBE Compliance Officer at (401) 574-8253 or Dorinda.Keene@doa.ri.gov, or visit the website at www.mbe.ri.gov.
15. It is the responsibility of the vendor to ensure that all subcontractors meet all Federal and State laws and regulations including Health Insurance Portability & Accountability Act (HIPAA) requirements and that the appropriate business agreements are in place.
16. Per the Federal Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Part 200, Subpart D, §200.331 relating to the new risk assessment process, the successful offeror will be required to submit to the Rhode Island Department of Corrections, if applicable as determined by the Rhode Island Department of Corrections, any material weakness findings against the vendor and/or subcontractor(s) with an

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approved corrective action plan(s), in order for a submission to be considered. An updated/current status report on the corrective action plan(s) must also accompany the submittal.

17. The successful offeror may be required to certify to the Rhode Island Department of Corrections that it is in compliance with applicable civil rights laws and regulations. These laws and regulations relate to issues concerning Equal Employment Opportunity (EEO), Limited English Proficiency (LEP), and other anti-discrimination laws. The successful offeror may also be required to prepare an Equal Employment Opportunity Plan. A certification of assurances form will be provided to you upon notification of tentative award. Further information regarding these assurances can be found by visiting the U.S. Department of Justice, Office of Justice Programs, Civil Rights website at: <http://www.ojp.usdoj.gov/about/ocr/eeop.htm>

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SECTION 2 -- BACKGROUND AND PURPOSE

BACKGROUND:

The average daily population at the RIDOC during the past year has been approximately thirty-six hundred offenders in the seven facilities at the Adult Correctional Institutions (ACI). It is estimated that 70-90% of the population has a significant history of substance use disorders. The provision of community health focused recovery services for individuals with substance use problems is a high priority for the RIDOC. As a matter of public safety, the Department hopes to make every effort to begin to provide treatment and recovery services for offenders with substance use disorders while they are incarcerated with a strong focus on recovery. Linkage to follow-up care is also deemed to be an essential aspect of the Department's treatment and recovery approach. The Department's goal is to be an integral part of statewide efforts to develop a community health response to the substance use and behavioral health needs of offenders. The proposals in this RFP are designed to create a comprehensive plan for the provision of a recovery focused evidence-based system of care which includes comprehensive substance use disorder treatment and recovery within the Adult Correctional Institutions.

RIDOC's substance use disorder treatment has been ongoing since 1989. During this time, utilizing both Federal and State dollars, the RIDOC has contracted with external vendors for the provision of these treatment services. The earliest programs emphasized group counseling in an outpatient format. In 1992, the RIDOC refocused its treatment programs to include a residential treatment model. Currently RIDOC utilizes a three-tier model, the highest being a modified residential therapeutic community, the second is a day-treatment model, and the third is counseling groups. For the last contracting period, the vendor has been The Providence Center (TPC) who oversees residential treatment and recovery services along with day treatment and outpatient services at both Women's Facilities, Men's Minimum, Medium, and Maximum Facilities; provides psychoeducational groups for sentenced offenders at the Intake Service Center; provides a 30 day intensive program for parole violators at the Intake Service Center; and substance use disorder discharge planning services for all facilities including High Security. Additionally TPC manages the assessment, counseling, referral to medical services, and discharge planning for the Vivitrol Relapse Prevention Program; and conducts overdose prevention training and manages requests for Narcan for their clients who request it.

In keeping with best practices and evidenced-based treatment, substance use disorder treatment and recovery services within the RIDOC must be comprehensive, stressing behavioral change to promote public safety and reduce recidivism. Treatment should be individualized and directed at offenders' accepting responsibility for both their crimes and their recovery, with the dual goal of relapse prevention and the reduction of criminal recidivism.

The RIDOC is aware that the field of substance use disorder treatment has advanced and addictions treatment is evolving into a scientifically validated health care field. Today's client population has multiple needs, including major additional health and mental health issues. As Rhode Island's population has grown more culturally and ethnically diverse, treatment has to be culturally aware to effectively address Rhode Island's emerging populations. In light of the shift to an evidence-based recovery model, we expect the continuum of services offered to evolve during this contract and responses should anticipate and address this evolution.

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Specific Requirements:

The selected vendor(s) must be able to demonstrate considerable professional experience in delivering behavioral health treatment that includes evidence-based practices and recovery oriented systems of care. The selected vendor(s) must have an ethnic and culturally diverse workforce, as well as a workforce that has documented experience with and sensitivity to RIDOC's inmate population. The selected vendor should either be licensed by the Department of Behavioral Health, Developmental Disabilities, and Hospitals (BHDDH) or be accredited by one of the major Healthcare accreditation agencies.

SECTION 3 -- SCOPE OF WORK

REQUIREMENTS:

General Scope of Work:

The Department of Corrections recognizes the need to address the community health and recovery challenges of our inmate population. Given the prevalence of substance use disorders among RIDOC inmates and the likelihood of relapse driven recidivism, the Department believes a coordinated community health, recovery focused response is a high priority.

For some time the RIDOC has strongly emphasized the importance of evidence-based practices (EBP). The Department identified seven full time employees to engage in training to become assessors utilizing the Corrections Program Checklist (CPC). The CPC is a tool developed by the University of Cincinnati (UC) for assessing correctional intervention programs to determine the extent to which correctional programs adhere to evidence-based practices.¹ As part of the training these trainees, under the supervision of the Associate Director of the University of Cincinnati Center for Criminal Justice Research, assessed the residential treatment program located at Medium Security. The results of this assessment were provided to the vendor with an expectation that recommendations for change would be implemented. Information on the CPC is included as Addendum I to assist bidders in understanding this concept and its role in helping RIDOC move its contractors towards the main goal of reduction in recidivism.

The CPC is divided into two basic areas; Content and capacity; these two areas cover a total of five domains. The capacity area is designed to measure the capability of the program to deliver evidence-based interventions and services to offenders.² There are three domains within the capacity area including: Leadership and Development; Staff; and Quality Assurance. The content area focuses on how well the program meets the principles of effective intervention.³ The following are some of the indicators for each domain.

1 Anonymous (2015). Evidence-based correctional program checklist (2.0) assessment description. University of Cincinnati Corrections Institute.

2 Ibid.

3 Ibid.

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Program Leadership and Development

This section examines areas such as: the project director's education level and experience; involvement in hiring, supervision, and training; provision of direct services; use of research and pilot programming; and funding

Staff Characteristics

This section examines areas such as: qualifications of staff who work in offender treatment programs; clinical supervision provided to staff running groups/classes or providing interventions; certification of the clinical supervisor; frequency and content of staff meetings; and initial and ongoing staff training.

Offender Characteristics

This section examines areas such as: inclusion and exclusion criteria for program participants; use of risk, need, responsivity assessments; and the risk level of the offenders served by the program.

Treatment Characteristics

This section examines areas such as: needs or behaviors targeted by the program; treatment modalities used; length of program; hours of structured therapeutic tasks; service provision for low-risk offenders; intensity of treatment; assignment of offender to staff and services; use of rewards and punishers; completion criteria; cognitive restructuring and structured skill building; program completion rate; services provided to family members; discharge planning; aftercare.

Quality Assurance

This section examines areas such as: quality assurance mechanisms; measurement of offender progress; recidivism rates; formal outcome evaluations; and ongoing research and evaluation of the program.

The studies that have been done on various program and curriculums serving correctional or similar clients all support very specific steps in the program delivery, along with quality staff and administrative support, to maintain contract fidelity. RIDOC is looking for EBP to be evident in the supporting information included in your bid response. This offers potential vendors the opportunity to explain the impact affecting the program participant by including the studies that have been done with correctional or similar clients. The application must reference specific studies rather than simply stating "studies have been done". Place the best available evidence from research at the heart of the proposed program by including the EBP definable outcome(s); illustrate that outcomes are measurable; and show that outcome are practical as they relate to the program participants.

Successful implementation of EBP includes:

- Organizational development to create and sustain a culture accepting of best practices and evidence-base approaches;
- A commitment to initial and ongoing professional development and training;
- An understanding and use of validated risk/need/responsivity assessment tools. For RIDOC this is the Level of Service Inventory Revised (LSIR).
- Application of Risk-Need-Responsivity (RNR) principles
- Data Collection and analysis;
- Use of case management strategies;
- Use of program known to produce positive criminal justice outcomes;
- Quality assurance activities to ensure program fidelity;
- Performance management to improve programs, service delivery, and policies;

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- A “systems change approach” to develop collaborations so tasks, functions, and sub-units work effectively together and not at cross-purposes; and
- A focus on sustainability.

Applicants can find information on evidence-based treatment practices in the Substance Abuse and Mental Health Services Administrations (SAMHSA) “Guide to Evidence-Based Practices” at www.samhsa.gov/ebpwebguide. Information on effective and promising substance abuse treatment programs is available on OJP’s CrimeSolutions Web site at <http://www.crimesolutions.gov/>.

Specific Activities / Tasks:

Monitoring and Project Assessment

RIDOC will conduct periodic monitoring of each program component to assess whether the program is in compliance with grant requirements and making progress toward grant objectives.

The selected vendor will be required to provide data for an already identified set of performance measures on a monthly basis (see Addendum II). The selected vendor will also be required to participate in the development of any further performance measures that may be identified as the program develops.

Additionally the selected vendor will be expected to participate in CPC program assessments conducted by the certified RIDOC staff. Once the assessment is completed and scored, evaluators will produce a report which provides feedback on what is working well and areas of needed improvement. The report will also detail specific recommendations which can act as a blueprint for future growth, improving program integrity, and increasing effectiveness.

Status of Current Contracts:

Facility/Average Daily Census	Type of Program/Vendor	Source of Funds
<p>Women's GM</p> <p>Average Daily Census: 102 (FY15)</p>	<p>Four month intensive day- treatment program, 6 hrs. per week; bi-weekly individual counseling for all participants; Recovery group led by Recovery Coaches; substance use disorder specialized discharge planning; management of Vivitrol Relapse Prevention Program; conducting groups on overdose prevention and submitting requests for Narcan to Nursing staff.</p> <p>The Providence Center</p>	DOC Budget
Women's Bernadette	Two month intensive day-treatment program, 6 hrs. per week; bi-weekly	DOC Budget

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Average Daily Census: 33 (FY 15)	individual counseling for all participants; Recovery Pod led by Recovery Coaches meeting twice weekly; substance use disorder specialized discharge planning; management of the Vivitrol Relapse Prevention Program; conducting groups on overdose prevention and submitting requests for Narcan to Nursing staff. The Providence Center	
Men's Minimum Average Daily Census: 710 (FY15)	Men's re-entry program with aftercare services; management of the Vivitrol Relapse Prevention Program; conducting groups on overdose prevention and submitting requests for Narcan to Nursing staff. The Providence Center	Not included in this RFP
Men's Medium Average Daily Census: 1,062 (FY 15)	6 month residential modified TC: 1 group meets 9 hours per week for six months; 3 groups meet 6 hours per week for 6 months; 1 group meets 4 hrs. per week in the evening for six months; bi-weekly individual counseling for all participants; 3 recovery groups per week led by Recovery Coaches; substance use disorder specialized discharge planning; management of Vivitrol Relapse Prevention Program; conducting groups on overdose prevention and submitting requests for Narcan to Nursing staff. The Providence Center	RSAT Funding with DOC match
Men's Maximum	1 substance use disorder treatment group; 1 Criminal and Addictive Thinking group; 1 recovery group led by Recovery Coaches; substance use disorder specialized discharge planning; management of the Vivitrol Relapse Prevention Program;	DOC Budget

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Average Daily Census: 441 (FY 15)	conducting groups on overdose prevention and submitting requests for Narcan to Nursing staff. The Providence Center	
High Security Average Daily Census (FY 15)	Substance use disorder specialized discharge planning on an as needed basis. The Providence Center	DOC Budget
Intake Service Center Average Daily Census: 1,026 (FY 15)	1 intensive 30 day program for parole violators; 1 30 day psychoeducational group for sentenced offenders meets 2 times per week; management of the Vivitrol Relapse Prevention Program; conducting groups on overdose prevention and submitting requests for Narcan to Nursing staff. The Providence Center	DOC Budget

Program Goals:

1. To promote public safety through the effective community health oriented, evidence-based recovery focused treatment of individuals with substance use disorders who are incarcerated at the RIDOC;
2. Coordinate treatment activities with ACI facility-based corrections professionals, Community Corrections (Probation and Parole), and other appropriate agencies;
3. To teach offenders cognitive skills and cognitive restructuring;
4. Facilitate offender acceptance of responsibility for criminal behavior;
5. To teach offenders to manage attitudes, thoughts, feelings, and emotions responsible for accountability and community protection;
6. To reduce crime/recidivism through cognitive restructuring pro-social skill building and targeting dynamic criminogenic risk factors;
7. Initiate and maintain evidence-based recovery support services for inmates while in prison with strong re-entry plans for on-going recovery efforts upon release;
8. Assist program participants in a smooth and safe transition to the community with linkage to follow-up care/services, as appropriate.
9. Facilitate the movement of offenders from one security to another by designing a treatment model with curriculum that is essentially the same in all facilities. Offenders who move from one facility to another will be prioritized for admission to services in the receiving agency. Since there is only one residential model this requirement does not apply to that service.

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Program Objectives:

1. Provide all individuals incarcerated at the RIDOC an opportunity to address their substance use disorder;
2. Inform, instruct, evaluate, and treat substance abusing inmates through the provision of a recovery oriented system of care that includes individual, group, modified therapeutic community treatment, and other recovery support in specified facilities at the ACI;
3. To work with adult counselors to insure that an inmate's individualized program plan includes appropriate information regarding an inmate's recovery needs;
4. To utilize the Level of Severity Index Revised (LSIR) score along with selected vendor's psychosocial assessment to determine level of treatment required and level of need based on dynamic risk factors.

GENERAL DESCRIPTION: PROPOSED PROJECTS

The offeror shall submit a proposal that includes a description of an evidence-based recovery oriented system of care to be offered at the RIDOC. A funding level limit is assigned to each project. Offerors may show creativity in funding multiple projects, but should be able to show that the provision of treatment/recovery services is not compromised. Federally funded programs must use the assigned money as allocated.

Special Requirements for Women's Division:

The substance use disorder programming at the Women's Facility must be provided in a gender responsive manner. This means that it will include programming that addresses problems that have been identified as specifics to incarcerated females including those with dual diagnosis.

Funding Timelines and Schedules:

The five-year funding timeline proposed for this RFP requires some consideration by potential vendors concerning future program expansions or reductions. There may be additional funds generated by State, Federal or other grants, etc. that could be added to contracts, or present funding could be reduced. Offerors are asked to provide information regarding projected cost per client/per program in an addendum to the Cost Proposal Summary. Given the fact that RIDOC cannot select who we receive as clients and given that there is typically a need for modification of programs based on changing offender need, the applicant should expect to make adjustments in programming and staffing to accommodate these changes.

General Program Eligibility:

All residential treatment clients are sentenced inmates. The participation in the outpatient programs have traditionally been based on open enrollment. There will be no discrimination based on age or on criminal history other than as it is described in the exclusionary criteria below. The population should reflect the inmate's racial composition of the RIDOC (50% White, 28% Black, 20% Hispanic, and 2% other).

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Exclusionary Criteria:

- Individuals with psychiatric problems whose level of functioning either interferes with their ability to participate in the program or presents a danger to self, other residents, or staff.
- Documented aggressive behavior that would put staff and other inmates at risk.
- Individuals who do not indicate a need for treatment based on assessment.

There will be rolling admission to each program.

Program Referrals:

Individuals will be referred to the programs through:

1. Classification Boards
2. Court Recommendations
3. Staff Recommendations
4. Self-referral
5. Parole Board

Once referred, the selected vendor will use the LSIR assessment along with any agency psychosocial assessment to determine appropriate placement in the program. Program assessment must include an analysis of risk, need, responsivity based on the dynamic risk factors identified in the LSIR. Placement in the appropriate level of care is essential to successful outcomes.

Urinalysis Testing:

The RIDOC supports a zero tolerance for illicit substance use in all facilities. In light of this philosophy, the Department has implemented an extensive urine-testing program throughout the facilities and has a significant program in each facility for participants in the substance abuse treatment programs. The particular focus of the urine-testing program are the individuals who are residential substance abuse treatment program participants. Testing will be required of all participants and will be conducted according to Departmental policy guidelines. All urine testing is done at the expense of the RIDOC, but vendor agencies are asked to cooperate in the selection and testing of selected offenders.

Offerors should include in their proposals their policies regarding their program's response to participants who test positive.

Program Components:

All substance use disorder programs will have these essential elements, which will be designed as appropriate to the treatment format:

- **Assessment:** Each individual will be assessed as to the extent of their substance use disorder. Offender's risk factors must be summarized as to level of risk as either high, medium, or low. As with risk a reasonable survey of need factors related to recidivism must be assessed at intake. As noted earlier assessments must be evidence-based and include health and mental healthcare issues.
- **Individualized Treatment Plan:** Each individual will have developed an individual treatment plan utilizing an evidence based treatment assignment instrument such as the American Society of Addiction Medicine (ASAM) Patient Placement Criteria. Significant emphasis must be placed on substance use disorder treatment and recovery upon release to the community.
- **Recovery Support Services:** May include (but not limited to) continuation of recovery groups led by trained Recovery Coaches and strong support of the Recovery Pods that have been

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established at the Bernadette Building of the Women's Facility and is being developed at Men's Minimum. It is RIDOC's expectation that Recovery Coaches will continue to conduct groups on the inside in order to build relationships that support follow up with offenders in the community at one of the two Anchor Recovery Centers. Applicants who do not have control over the Anchor Recovery Centers should plan to have a presence there by establishing a written working agreement with the Center.

- **Group Counseling/Education:** Each individual will be provided a structured program of group counseling along with bi-weekly individual counseling.
- **Relapse Prevention Training:** Each individual will be involved in a relapse prevention program designed to meet his/her specific needs.
- **Discharge Plan:** Each individual will have a discharge plan. The vendor will provide coordination for this discharge plan seeking assistance from other RIDOC and community resources needed to develop a comprehensive plan that creates a seamless transition from institutional treatment and recovery services to community based services. .

Results: Program Evaluation

A comprehensive program evaluation will be required of the offerors. The reports will include process, performance, and impact measures as developed with the RIDOC Planning Division and RIDOC Division of Rehabilitative Services in consultation with the chosen offeror(s).

Coordination of Services

The Coordinator of Substance Abuse for the RIDOC and the Warden of each facility will coordinate with the selected vendor in order to provide general supervision of the programs. Monthly Vendor Services Reports will be submitted to the Coordinator of Substance Abuse, and Wardens or designee, for inclusion into the departmental reporting requirements. The Coordinator of Substance Abuse will provide day-to-day administrative supervision.

Other Requirements:

In addition to the programmatic requirements described, successful applicants will be required to adhere to the following assurances and contractual requirements:

1. **Security Requirement:** Vendor staff must complete required RIDOC security training and adhere to RIDOC Policies and Procedures. Employees of contractors who must gain entrance into correctional facilities are subject to police record checks. The RIDOC retains the right to refuse entrance to contract employees with felony convictions. Access to correctional facilities also requires adherence to rigid security rules as far as property search, contact with inmates, etc. Final approval of vendor's staff rests with the RIDOC.

2. **Cultural Competency:** The racial composition of staff for the projects should also be consistent with the diversity of the current inmate population as much as is practical. Use of bilingual staff is highly desirable. Staff should be able to address the needs of individuals who have functional literacy and learning problems. Vendors should be able to demonstrate that their staff is appropriately qualified and experienced to provide treatment to an incarcerated population in a culturally sensitive and appropriate manner.

3. **Contract Monitoring:** The appropriate vendor staff will participate in regularly scheduled meetings with RIDOC staff to monitor the status of the contract.

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4. **Scheduled Meetings:** Appropriate vendor staff will participate in scheduled meetings to determine if screened individuals are appropriate for placement in residential units. The screening committee will consist of program and correctional staff. Individuals not accepted will be given written reasons for non-acceptance by the vendor. Designated RIDOC personnel will review these written reasons prior to them being forwarded to the screened individual. Individuals will not be placed in the program until approved by designated RIDOC personnel.

Reports:

The contractor shall provide the following reports:

1. Quarterly statistical reports in a form agreeable to the RIDOC and the vendor.
2. Monthly narrative reports on the status of the contract, including major accomplishments and any obstacles encountered.
3. A monthly summary of weekly time sheets of staff involved in the project to be submitted to the RIDOC Coordinator of Substance Abuse. Monthly bills submitted to the RIDOC Director of Behavioral Health will include a Vendor Services Report containing summaries of clients serviced and service provided. It should also include the number of successful graduates, the number of those discharged unsatisfactorily, and the number of those with positive urines and the disposition of those cases with positive urines.
4. Monthly roster of individuals involved in treatment program. This report will be submitted to the RIDOC Coordinator of Substance Abuse.
5. Individual client files in accordance with standards of the Department of Behavioral Health, Developmental Disabilities, and Hospitals (BHDDH), Division of Behavioral Health. These files are subject to clinical review by designated RIDOC personnel.
6. Evaluation reports for RI Parole Board and RIDOC classification board. These reports will be forwarded through the RIDOC Coordinator of Substance Abuse
7. A quarterly report summarizing discharge planning referrals and recidivism rates.
8. Completion of monthly Performance Measures noted in Appendix II

RIDOC Responsibilities: RIDOC will provide office space and class room space. Existing computers, phones, fax machines will be provided. Replacement of equipment will be at the expense of the contractor.

Contractor Responsibilities: Contractor will provide all office supplies to include copy paper, pens, etc. Contractor will assume responsibility for replacing equipment that fails while being used by contractor.

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SECTION 4 -- TECHNICAL PROPOSAL

Narrative & format: *The separate technical proposal should address specifically each of the required elements:*

1. **Staff Qualifications** – This section shall include identification of all staff and/or subcontractors proposed as members of the project team, and the duties, responsibilities, and concentration of effort which apply to each (as well as resumes, curricula vitae, or statements of prior experience and qualification).
2. **Capability, Capacity, and Qualifications of the Offeror** – Provide a detailed description of the Vendor's experience. A list of relevant client references must be provided, to include client names, addresses, phone numbers, dates of service and type(s) of service(s) provided.
3. **Work Plan/ -** This section shall describe the offeror's understanding of the State's requirement, including the result(s) intended and desired, the approach and/or methodology to be employed, and a work plan for accomplishing the results proposed. The description of approach shall discuss and justify the proposed approach to be taken for each task, and the technical issues that will or may be confronted at each stage on the project. The work plan description shall include a detailed proposed project schedule (by task and subtask), a list of tasks, activities, and/or milestones that will be employed to administer the project, the assignment of staff members and concentration of effort for each, and the attributed deliverables for each.

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SECTION 5 -- COST PROPOSAL

Detailed Budget and Budget Narrative: Provide a proposal for fees charged reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project. Explain the basis and rationale of your fee structure. Alternative fee schedule proposals will be considered; however, you must provide an understandable fee structure and explain the benefits of the alternative approach.

COST PROPOSAL SUMMARY

Offeror:	
Address:	
Taxpayer ID#	
Authorized Agent	
Title	
Telephone & Fax #	
E-mail	

Cost Proposal:

Please specify in detail:

- Personnel assigned under the contract and number of hours per week offered under the contract.
- Detailed hourly rate for all personnel identified.
- Other costs incorporated into the contract.

Cost Proposal:

\$ _____ Annual Amount, including all back-up information requested above

Cost Proposal	Year 1	Year 2	Year 3	Year 4	Year 5

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SECTION 6 -- EVALUATION AND SELECTION

Proposals will be reviewed and scored by a Technical Review Committee comprised of staff from state agencies. To advance to the Cost Evaluation phase, the Technical Proposal must receive a minimum of 60 (85.7%) out of a maximum of 70 technical points. Any technical proposals scoring less than 60 points will not have the cost component opened and evaluated. The proposal will be dropped from further consideration.

Proposals scoring 60 technical points or more will be evaluated for cost and assigned up to a maximum of 30 points in that category, bringing the potential maximum score to 100 points.

The Department of Corrections reserves the exclusive right to select the individual(s) or firm (vendor) that it deems to be in its best interest to accomplish the project as specified herein; and conversely, reserves the right not to fund any proposal(s).

Proposals will be reviewed and scored based upon the following criteria:

Criteria	Possible Points
Staff Qualifications (Provide staff resumes / core values and describe qualifications and experience of key staff who will be involved in this project, including their experience in the field).	15 Points
Capability, Capacity, and Qualifications of the Offeror (Provide a detailed description of the Vendor's experience. A list of relevant client references must be provided, to include client names, addresses, phone numbers, dates of service and type(s) of service(s) provided).	25 Points
Quality of the Work plan (Describe in detail, the framework within which requested services will be performed).	15 Points
Suitability of Approach/Methodology (Define the methodology and procedures to be used).	15 Points
Total Possible Technical Points	70 Points
Cost [calculated as (lowest responsive cost proposal) divided by (this cost proposal) times 30 points]	30 Points
Total Possible Points	100 Points

Points will be assigned based on the offeror's clear demonstration of his/her abilities to complete the work, apply appropriate methods to complete the work, create innovative solutions and quality of past performance in similar projects.

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Applicants may be required to submit additional written information or be asked to make an oral presentation before the Technical Review Committee to clarify statements made in their proposal.

Substance Use Disorder Treatment and Recovery

SECTION 7 -- PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at gail.walsh@purchasing.ri.gov no later than the date and time indicated on page one of this solicitation. Please reference **RFP #7550492** on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. If technical assistance is required to download, call the Help Desk at (401) 222-3766 or lynda.moore@doit.ri.gov.

Offerors are encouraged to submit written questions to the Division of Purchases. **No other contact with State parties will be permitted.** Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Responses {**an original (1) plus four (4) copies**} should be mailed or hand-delivered in a sealed envelope marked “**RFP# 7550492 Substance Use Disorder Treatment & Recovery Services**” to:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals received after the previously referenced due date and time will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed or emailed to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

RESPONSE CONTENTS

Responses should include the following:

1. A completed and signed three-page R.I.V.I.P generated **bidder certification** cover sheet -- downloaded from the RI Division of Purchases Internet home page at: www.purchasing.ri.gov
2. A completed and signed **W-9** downloaded from the RI Division of Purchases Internet home page at: www.purchasing.ri.gov
3. A **letter of transmittal** signed by the owner, officer, or authorized agent of the firm or organization, acknowledging and accepting the terms and conditions of this Request, and tendering an offer to the State.

Substance Use Disorder Treatment and Recovery

4. **A separate Technical Proposal** describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation. The Technical Proposal is limited to six (6) pages (this excludes any appendices). As appropriate, resumes of key staff who will provide services covered by this request.
5. **A separate, signed and sealed Cost Proposal** reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project.
6. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in ***electronic format (CDRom, diskette, or flash drive)***. Microsoft Word / Excel or PDF format is preferable. Only 1 electronic copy is requested and it should be placed in the proposal marked “original”.

SECTION 8 - CONCLUDING STATEMENTS

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

The State’s General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded to the RFP. The State’s General Conditions Purchases / General Terms and Conditions can be found at the following URL:
<https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf>